

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking information regarding potential job opportunities within [Company's Name]. I am particularly interested in understanding the company's policies related to [specific area, e.g., work-life balance, remote work, diversity and inclusion, etc.].

As I explore potential applications, having clarity on these policies would greatly assist in determining my alignment with your company's values and culture.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]